



মহাপুরুষ শ্রীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়  
MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA

[Recognised Under Section 2(f) of UGC Act, 1956]  
Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,  
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref. No. CoE/Ex/MSSV/03/2014/N/404

Date: 17-08-2021

**GUIDELINES FOR CONDUCT OF THE END – SEMESTER EXAMINATIONS**

In view of the prevailing conditions related to the **COVID-19 Pandemic** the **Current Semester Examinations** shall be **conducted and completed** as per the following **guidelines**:

1. The End-Semester Examinations (Theory) shall be conducted through **online mode (Google Classroom Environment)**.
2. Each student must have a **Google account** (Gmail), if they don't have one yet they are advised to create one. The Google account must contain the **official name of the student**.
3. Question paper shall be uploaded **05 Minutes** prior to the start of the Examination, so that the students can download the question paper.
4. The students will be writing the answer scripts in his / her own handwriting preferably in **A4 size paper**. **Each page of the answer script must be of same size**. Each answer script shall have a **cover page**. The cover page must contain the following particulars: **Examination, Department, Roll No., Course Code & Title, Date of Examination, Total Number of pages in the answer script** (excluding the cover page) and **Signature of the Student**. Each page of the answer script must have **Roll No., Course Code, Date of Examination, Signature of the student and Page No.** written in the top margin of the each page of the answer script. **Any page without the above details shall not be evaluated.** *(A sample cover page and a page of the answer script can be found below for reference.)*
5. The students shall scan all the pages serially including the cover page and combine all into a single **PDF file** and upload the same within the stipulated time in the Google Classroom. **The students must take care so that the scanned pages are distinct and readable.** The PDF file name should include the **Roll No.** (without '/') and **Date of Examination** (within bracket). [For Example, if **Roll No. of a student is ECO-01/18** and **Date of Examination of a course is 2<sup>nd</sup> May 2021**, then the **pdf file name** should be **ECO-0118(02-05-2021)**]. The answer Scripts should be scanned clearly and ensure that the margin is maintained on the left and right and on top and bottom to get full view of the answer script. The students should double check the scanned answer scripts before uploading in the Classroom.
6. At the end of the Examinations for uploading the scanned answer scripts in the Google Classroom the students shall be given **30 minutes** of time.
7. The students are advised to strictly follow the specimen of the answer scripts to be used by them and shall fill up the same before the Examination to save time on the day of the Examination and prepare answer script in the format before commencement of the Examinations. They shall not put any unnecessary sign / mark etc on the answer script.
8. In case, for any reason, if a student is not able to upload the answer script in the Google Classroom ID, the same can be sent in PDF format in a single file at the designated email address (to be provided by the respective Department). However, this option may be exercised only in case of any emergency.
9. The students should, in advance, ensure availability & reliability of network service in the location from where they are appearing the Online Examination, function-ability of their personal electronic equipment and devices such as laptop, mobile phone and availability of application software needed for the Examination.
10. If in the opinion of the University, the uploading or submission of answer scripts within the stipulated time appears to be delayed with **malafide intention**; his / her candidature may be cancelled.

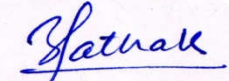
11. The **Practical / Dissertation / Field Study / Project / Seminar** Examinations if any shall be conducted by the concerned Teaching Departments as per their own convenience in coordination with the Office of the Assistant Controller of Examinations.
12. However, in case a student is unable to appear in the Examination conducted by the University on the schedule date for a **Genuine Reason(s)**, he / she shall be given an opportunity to appear in **special examinations** for such course(s), which shall be conducted by the university as and when feasible, so that the student is not put to any inconvenience / disadvantage. The student must inform (through email) about his / her inability to appear with the reason to the Head / Head (i/c) of the Department concerned prior to the start of the Examination. **The above provision shall be applicable only for the current academic session as a one-time measure.**
13. **Mock Examination / Test should be conducted well in advance by the Departments so that the students get familiar with the proposed system and the End-Semester Examination can be conducted smoothly.**

Issued with due approval.

Sd/-  
Assistant Controller of Examinations  
MSSV, Nagaon

Copy to:

1. The Hon'ble Vice-Chancellor, MSSV for favour of information.
2. The Registrar, MSSV for favour of information.
3. The Deputy Registrar (Admin), MSSV for favour of information.
4. The Deputy Registrar (Academic), MSSV for favour of information.
5. The Campus In-Charge (Guwahati Campus) & The Assistant Registrar (Academic), MSSV for favour of information.
6. The Head / Head i/c, All Teaching Departments, MSSV for favour of information and necessary action.
7. The Coordinator, IQAC, MSSV for favour of information.
8. Dr. Santanu Kalita, Head (i/c), Department of Computer Application, MSSV with a request to upload in the University website.
9. Office file.

  
Assistant Controller of Examinations  
MSSV, Nagaon

**SAMPLE COVER PAGE**

<b>Examination</b>	2 <sup>nd</sup> Semester MA Examination, 2021
<b>Department</b>	Philosophy
<b>Roll No.</b>	PHIL-01/19
<b>Course Code</b>	MA-PHIL-02-201
<b>Course Title</b>	Indian Epistemology
<b>Date of Examination</b>	01-09-2021
<b>Total No. of Pages</b>	5 Nos.
<b>Signature of the Student</b>	Signature

Roll No.	Course Code	Date of Examination	Signature	Page No.
PHIL-01/19	MA-PHIL-02-201	01-09-2021	Signature	1

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**SAMPLE PAGE OF ANSWER SCRIPT**